

**Minutes of the Special Meeting of Monday, September 12, 2005**  
**City Hall Conference Room 360, One Twin Pines Lane**

**CALL TO ORDER 7:20 P.M.**

**ROLL CALL**

COUNCILMEMBERS PRESENT: Feierbach, Mathewson, Metropulos, Bauer, Warden

COUNCILMEMBERS ABSENT: None

Staff Present: Interim City Manager Crist, Human Resources Director Dolan, City Clerk Cook.

Others Present: Council Candidates Dickenson and Lieberman, Paul Kimura, Representative from Avery Company.

**Interview of Executive Search Firm and Discussion and Direction Regarding Selection of Firm for Recruitment of City Manager Position**

Councilmember Feierbach stated that the South Bayside Systems Authority (SBSA) interviewed Avery Company, and she was pleased with the results. She noted they addressed questions and comments well. She also noted that during that process, SBSA issued 12 Requests for Proposal and received two responses.

Councilmembers Mathewson and Bauer stated that Avery Company was their first choice during the first round of RFP's a few months prior.

Councilmember Metropulos expressed his concern about the inability of other companies to send a representative to tonight's interview.

Mayor Warden commented that Avery's proposal to withhold \$10,000 of its fee until completion shows a commitment to completing the process. Interim City Manager Crist clarified that completion of search means the hiring of a successful candidate. He noted that in one case, Avery refunded money for not finding a candidate.

**Warren Lieberman**, City Council Candidate, stated that if the company is local, it should send a representative, even if that person is a junior staff member. He recommended hiring a local company.

**Commencement of Interview of Paul Kimura, Avery Company**

Mayor Warden noted that Mr. Kimura was present at the previous interview of Avery Company from several months prior.

**Paul Kimura**, Avery Company, stated that this placement is going to be difficult due to housing costs, and the fact that it is a second round. This poses questions to potential candidates, who will exercise caution. He noted it is a competitive industry. He stated that Avery has performed difficult searches, and there is no magic. Council may need to review its salary offering, as it may be too low, but added that Belmont provides an opportunity and the ability to be successful.

In response to Council questions, Mr. Kimura stated that other city manager appointments have been made from within an agency, or from other agencies, including special districts. He cited

examples. He commented that housing assistance could include equity share, low-interest loans, a City-owned home, or housing allowance, but the City should hold these as bargaining tools and be creative. He noted that it is not unusual to contact potential candidates. He also noted that not requiring the city manager to reside in Belmont may be a positive.

(At this time, 7:45 P.M., Bill Avery joined interview.)

Mayor Warden commented favorably on Avery's brochures, and that he liked the concept of the fee withhold clause.

**Bill Avery**, Avery Company, stated that the company does not deserve to get paid if it does not perform.

In response to Council questions, Mr. Avery stated that it does not keep a pool of candidates, as that process does not work. He clarified that Avery maintains a contact list for networking purposes, and that the candidate pool comes from that outreach. He commented that Avery was encouraged by Belmont's staff to resubmit a proposal, and he would enjoy the challenging assignment. He noted that both he and Mr. Kimura grew up in the Bay Area, and they know it well.

Mayor Warden noted that there have been many changes in the City of Belmont, there are good opportunities, but it is expensive to live here.

Councilmember Feierbach recommended finding a candidate similar to Interim City Manager Crist, as she trusts him.

Councilmember Metropulos stated that Interim City Manager Crist anticipates Council's needs.

Mayor Warden recommended that Avery work closely with Interim City Manager Crist in seeking candidates for a new city manager.

Council concurred to hire Avery Company, but noted this item was on the Council's agenda for formal approval at its September 13<sup>th</sup> meeting.

**Warren Lieberman**, Council candidate, noted that so far this is an uncontested election, and may continue to be. He stated that potential city manager candidates will want to know who will be on the City Council. He offered to be available during this process, and requested advance information.

Mayor Warden stated that Avery would likely solicit opinions on brochures from a variety of sources. He supports talking to Council candidates, and stated that Avery would be in the best position to determine how to gather the information.

Audio Recording 617

City Clerk

**ADJOURNMENT**  
Approved 10/11/2005